

# HOUSING AUTHORITY



The Burbank Housing Authority was formed in 1975 to administer the Section 8 Rental Assistance Program for the creation of affordable housing units. On January 31, 2012, the City Council and Housing Authority Board adopted resolutions designating the Housing Authority as the entity to retain without limitation, all of the housing assets (except any monies in the Low and Moderate Income Housing Fund which were required to be returned to the County of Los Angeles), rights, powers, duties, obligations, liabilities and functions previously performed by the former Redevelopment Agency (dissolved as of February 1, 2012).

As the Successor Housing Agency, the Housing Authority creates affordable housing, as funds become available, and monitors the covenants of over 1,400 existing affordable housing units and outstanding loans and grants that are now Housing Authority assets. Any repayments of former Redevelopment Agency loans and grants are deposited as program income in the Housing Authority's Low and Moderate Income Housing Fund as those monies are assets of the Housing Authority as the Successor Housing Agency.

## OBJECTIVES

- Continue affordable housing options for very low income households through the Section 8 Housing Voucher Program within funding limitations with the goal to serve the greatest number of households possible.
- Continue obligations of approved, enforceable affordable housing developments currently under contract and/or completed, including the monitoring of affordability covenants.
- Continue to monitor legislation and leverage resources that would allow the City/Housing Authority to continue to develop affordable housing and programs to facilitate the improved quality of life for low to moderate income residents.
- Promote the use of available resources toward the development and implementation of effective and efficient homeless programs and projects.

## HOUSING AUTHORITY SUMMARY

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	4.688	5.188	7.000	1.812
<b>Salaries &amp; Benefits</b>	\$ 569,710	\$ 620,067	\$ 806,077	\$ 186,010
<b>Materials, Supplies &amp; Services</b>	8,296,168	8,673,060	8,360,995	(312,065)
<b>Capital Expenses</b>	204,982	1,045,426	2,833,990	1,788,564
<b>Total Expenses</b>	<b>\$ 9,070,860</b>	<b>\$ 10,338,553</b>	<b>\$ 12,001,062</b>	<b>\$ 1,662,509</b>

## Section 8 Voucher Program

### 117.CD26A



The Section 8 Program provides rent subsidy payments directly to landlords on behalf of eligible tenants using annual funds allocated by the U.S. Department of Housing and Urban Development (HUD). The Section 8 Program provides an additional resource for assisting very low-income renters in Burbank. Dependent on the level of HUD funding, staff strives to maximize utilization of as many vouchers as possible. The current waiting list consists of more than 36,000 applicants, of which roughly 4,700 are Burbank residents. The Community Development Department - Housing & Economic Development Division is responsible for the administration of the Section 8 Program.

#### OBJECTIVES

- Continue housing opportunities for very low-income families within funding limits, allocations and constraints of the Section 8 Program.
  - Encourage mixed-income neighborhoods and avoid concentrations of low-income housing.
  - Utilize the existing housing stock as affordable housing through the use of limited federal funds.
  - Continue the goal of maximum utilization of the Housing Assistance Vouchers available to the City within funding constraints.
- The Burbank Housing Authority does not receive sufficient funding to utilize all 1,014 vouchers allotted to the City; therefore, the Housing Authority will continue to maximize the funding received to serve the greatest number of households.

#### CHANGES FROM PRIOR YEAR

Housing Assistance Payments have been reduced to \$7,778,580 by HUD. Staffing levels have increased by 1.112 due to the addition of a full time clerical support position and converting the part time Housing Authority Manager position to full time, with a small portion of the increase funded by the Section 8 Program and the remaining portion charged to the Low and Moderate Income Housing Fund.

# Section 8 Voucher Program

## 117.CD26A



	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>4,688</b>	<b>5,188</b>	<b>6,300</b>	<b>1,112</b>
60001.0000 Salaries & Wages	\$ 407,622	\$ 431,722	\$ 505,142	\$ 73,420
60012.0000 Fringe Benefits	69,786	75,314	97,374	22,060
60012.1008 Fringe Benefits:Retiree Benefits	100	2,738	4,763	2,025
60012.1509 Fringe Benefits:Employer Paid PERS	89,593	100,925	109,212	8,287
60012.1528 Fringe Benefits:Workers Comp	2,425	3,108	7,533	4,425
60027.0000 Payroll Taxes Non-Safety		6,260	7,325	1,065
60031.0000 Payroll Adjustments	184			
<b>Salaries &amp; Benefits</b>	<b>569,710</b>	<b>620,067</b>	<b>731,348</b>	<b>111,281</b>
62085.0000 Other Professional Services	\$ 6,960	\$ 49,500	\$ 49,500	
62170.0000 Private Contractual Services	685	5,000	5,000	
62170.1000 Private Contr Svcs:Temp Staffing		20,000		(20,000)
62235.0000 Services of Other Dept - Indirect	142,028	188,640	134,300	(54,340)
62240.0000 Services of Other Dept - Direct		279	377	98
62310.0000 Office Supplies, Postage & Printing	5,635	10,000	10,000	
62420.0000 Books & Periodicals		500	500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	2,149	1,516	2,044	528
62485.0000 Fund 535 Communications Rental Rate	4,570	4,570	4,684	114
62496.0000 Fund 537 Computer System Rental	25,508	29,440	36,092	6,652
62710.0000 Travel		500	500	
62755.0000 Training	1,373	2,000	2,000	
62830.0000 Bank Service Charges	3,163	3,500	3,500	
62895.0000 Miscellaneous Expenses	96	1,000	1,000	
62950.0000 Housing Assistance Payments	7,970,515	8,040,000	7,778,580	(261,420)
62950.1000 Housing Asst Payments:Admin Fees	12,379	12,690	12,690	
<b>Materials, Supplies &amp; Services</b>	<b>8,175,060</b>	<b>8,369,135</b>	<b>8,040,767</b>	<b>(328,368)</b>
70011.0000 Operating Equipment	\$ 33,285			
<b>Capital Expenses</b>	<b>33,285</b>			
<b>Total Expenses</b>	<b>\$ 8,778,055</b>	<b>\$ 8,989,202</b>	<b>\$ 8,772,115</b>	<b>\$ (217,087)</b>

# Low and Moderate Income Housing Fund

## 305.CD23A



The Housing Authority, as the Successor Housing Agency, administers the Low and Moderate Income Housing Fund and includes program income on former Redevelopment Agency loans and grants that are assets of the Housing Authority. As funding becomes available, the City may be able to develop new affordable housing opportunities and preserve existing housing. Since 1971, over \$103 million has been invested to create over 1,600 affordable homes and in the process strengthened and improved neighborhoods, lowered crime, created jobs, built public infrastructure improvements, and enhanced the lives of countless families through its efforts. The goals of the housing programs are to ensure that there is a diverse mix of service-enriched housing; to preserve existing affordable housing; and to provide housing to special needs populations including, but not limited to, the elderly, persons with disabilities, large families, United States Veterans who are homeless or at risk of homelessness and other vulnerable segments of the Burbank community. Finally, the Housing Authority, continues to monitor affordable housing units developed by the former Redevelopment Agency as monitoring efforts will preserve affordability and safe-guard historical investments.

### OBJECTIVES

- Monitor existing covenants and outstanding loans and obligations.
- Monitor funding availability to continue affordable housing developments and programs for lower and moderate-income residents in the future.
- Promote the use of available resources toward the development and implementation of effective and efficient homeless programs and projects.

### CHANGES FROM PRIOR YEAR

The Housing Authority now receives debt reimbursement payments associated with the debt between the former Redevelopment Agency and the City. As required by State law, 20 percent of the reimbursement payments are restricted to affordable housing purposes only. These payments allow the Housing Authority to relieve the General Fund of expenses related to the monitoring of affordable housing covenants and provide needed funding to help develop and implement effective and efficient homeless programs and projects. Staffing levels equivalent to 0.7 FTE are now charged to this fund for affordable housing monitoring (0.5) and housing project management (0.20).

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>			<b>0.700</b>	<b>0.700</b>
60001.0000 Salaries & Wages			\$ 51,068	\$ 51,068
60012.0000 Fringe Benefits			10,722	10,722
60012.1008 Fringe Benefits:Retiree Benefits			529	529
60012.1509 Fringe Benefits:Employer Paid PERS			11,041	11,041
60012.1528 Fringe Benefits:Workers Comp			628	628
60027.0000 Payroll Taxes Non-Safety			740	740
<b>Salaries &amp; Benefits</b>			<b>74,729</b>	<b>74,729</b>
62045.0000 Appraisal Services		\$ 8,000	\$ 15,000	\$ 7,000
62085.0000 Other Professional Services	15,250	65,300	75,000	9,700
62155.0000 Relocation and Negotiation	23,196	110,000	20,000	(90,000)
62170.0000 Private Contractual Services			120,000	120,000
62235.0000 Services of Other Dept - Indirect	79,583	115,053	84,588	(30,465)
62310.0000 Office Supplies, Postage & Printing	7	1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	1,828	1,828	1,874	46
62496.0000 Fund 537 Computer System Rental	523	544	566	22
62700.0000 Memberships & Dues	640	1,700	1,700	
62895.0000 Miscellaneous Expenses	82	500	500	
<b>Materials, Supplies &amp; Services</b>	<b>121,109</b>	<b>303,925</b>	<b>320,228</b>	<b>16,303</b>
70005.0000 Public Improvements	\$ 139,076	\$ 1,045,426	\$ 2,833,990	\$ 1,788,564
70011.0000 Operating Equipment	32,620			
<b>Capital Expenses</b>	<b>171,696</b>	<b>1,045,426</b>	<b>2,833,990</b>	<b>1,788,564</b>
<b>Total Expenses</b>	<b>\$ 292,805</b>	<b>\$ 1,349,351</b>	<b>\$ 3,228,947</b>	<b>\$ 1,879,596</b>

# HOUSING AUTHORITY

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2014-15	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	CHANGE FROM PRIOR YEAR
INTERMEDIATE CLK			1.000	1.000
HSG AST	3.000	3.000	3.000	
HSG SPECIALIST	1.000	1.000	1.000	
HSG SRVS AST		0.500	1.000	0.500
HSG AUTHORITY MGR	0.688	0.688	1.000	0.312
<b>TOTAL STAFF YEARS</b>	<b>4.688</b>	<b>5.188</b>	<b>7.000</b>	<b>1.812</b>

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